

OPERATOR SECURITY STATEMENT AND AGREEMENT

Information stored in all UCJIS files is confidential and must be protected to ensure legal dissemination. Unauthorized request or receipt of this information could result in criminal proceedings. Violation of privacy and security regulations can also result in criminal prosecution of the person(s) involved and loss of state computer access by this agency. There is also potential for civil actions as well.

Access Codes and Passwords:

Individual access codes and passwords are essential to the security of the information housed in the Utah Criminal Justice Information System (UCJIS) files. Each operator is responsible for any information accessed from the UCJIS files under that logon ID and agency code. Operators must not share, post or otherwise divulge access codes or passwords. The agency agrees to enforce strict discipline regarding this matter.

If another employee needs access to information from the state computer, please direct him/her to the agency TAC to obtain their own logon. If that employee is authorized to receive that information a secondary dissemination log must be kept.

Criminal History Files (III/UCCH):

Dissemination of criminal history record information is controlled by federal regulations and Utah State Law. This information must only be given to authorized personnel for valid criminal justice purposes only. Printed copies must be destroyed by shredding or burning when no longer needed. BCI maintains an automated dissemination log of all UCJIS files transactions. This dissemination log includes the name of the person requesting the information, the logon ID of the terminal operator and the purpose of the request.

Inquiries may be made only for the following reasons:

1. Criminal Justice Investigation
2. Criminal Justice Employment

This includes contact with an individual as complainant, suspect, witness or third party to an incident, traffic stop, arrest or McGruff House checks. (Note: Operators are NOT allowed to check Triple I files for McGruff House checks.)

Criminal Background Checks:

I understand that all UCJIS operators must undergo a criminal background check prior to being given access to the UCJIS system, and at least every two years thereafter. The files that will be checked include the Utah Criminal History File (UCCH), the Interstate Identification Index (III), Utah Statewide Warrants, and the NCIC Warrant file. Existence of a criminal conviction or outstanding warrant may result in loss of access to the UCJIS files.

Inquiry into UCCH and III files are not to be made for the following purposes:

1. Business licensing
2. Taxi drivers
3. Visa or travel
4. Curiosity or personal inquiries
5. Employment other than criminal justice (including other city/county departments.)
6. Military recruiters
7. Housing

While some of the above listed requests are valid, they may not be made through the local agency. Requests for the above reasons need to be referred to BCI. The only exception to this is for Right of Access inquiries, which may be made by a local agency if BCI has an approved policy on file for the agency and the guidelines are followed. For more information regarding this refer to the UCCH section of the *BCI Operating Manual* or contact BCI at (801) 965-4446.

Juvenile Criminal History Information:

Per the Administrative Office of the Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary. Information found within the juvenile system should be treated with the same security consideration as the UCCH and Triple I files.

Statement:

I, _____, have read and understand the enclosed Security Statement and agree to all restrictions made therein.

_____ Signature

_____ Logon ID

_____ Date

Do not send this form to BCI. Keep this form on file at your agency. BCI reserves the right to request a copy of this form at anytime.